

## **Authorizing Official (AO) Responsibilities**

**See the DODFMR, Volume 9, Chapter 2, Para.020401C and 020401D for more detailed information on AO and CO responsibilities.**

### **Liability**

- When acting as a Certifying Officer, the Authorizing Official (AO) has unlimited pecuniary liability for all payments that he/she certifies.
- This means that if you certify an authorization or voucher that is not legal, proper, or correct, purposely or not, you may be required personally to pay all or part of the disputed expenses. The AO/CO relies on other Accountable Officers to assist with validations/verifications of information to minimize opportunities for erroneous payments.
- Accountable Officials can be liable for erroneous payments up to one-month salary.

### **Accountable Officials**

AOs rely on others to assist in the process. The duties can include:

- Adding Lines of Accounting (LOA)
- Loading Budgets and related funding levels
- Entering and updating traveler information
- Insuring policy compliance

Accountable Officials can include:

- Finance Defense Travel Administrator (FDTA)
- Transportation Officers (TO)
- Lead Defense Travel Administrator (LDTA)

### **Why are AOs peculiarly liable for payments they certify?**

Public law 104-106 section 913 states that for the Department of Defense, individuals that certify payments must not be in the same organization as the disbursing official. For additional information see DOD FMR Volume 9, Chapter 33.

### **COL Certification**

In order to become an Certifying Officer, users must complete some sort of Certifying Officer Legislation (COL) training, and be appointed in writing.

Online COL training can be found at:

- Army <http://www.asafm.army.mil/fo/fod/dts/training/training.asp>
- Navy <https://dts.navy.mil>

- Air Force <http://www.saffm.hq.af.mil/coaotut/>

Appointments for Accountable Officials should be made using the DD Form 577, dated 1 Jan 04.

## Authorization Approval

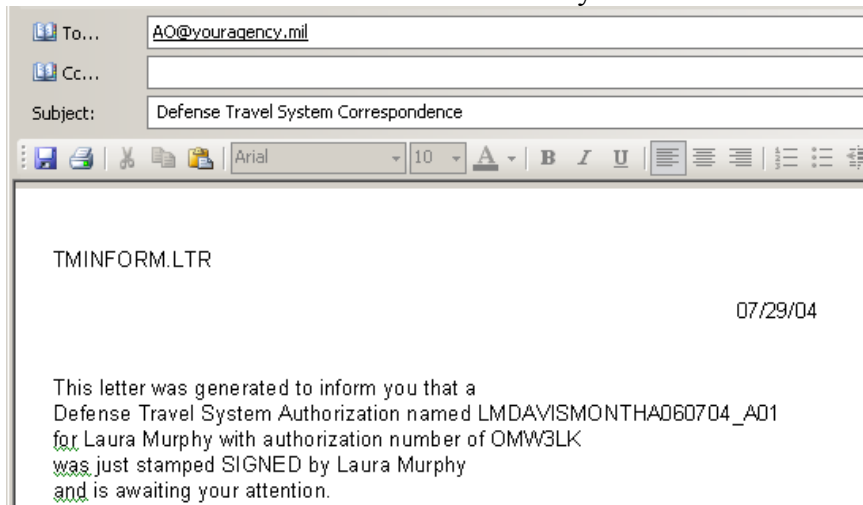
Approval of an authorization that does not include a request for either a non-ATM Advance or Scheduled Partial Payment (SPP) do not trigger liability on the part of the AO.

Approval of authorizations that do include a request for either a non-ATM Advance or Scheduled Partial Payment (SPP) do trigger potential liability. The AO/CO must insure that the payment of these advances and or SPPs is authorized.

- Non ATM advance should only authorized for travelers without a Government Travel Charge Card (GOVCC) or for travel to a location where use of the card is not practical.
- SPPs should only be authorized for trips in access of 45 days.

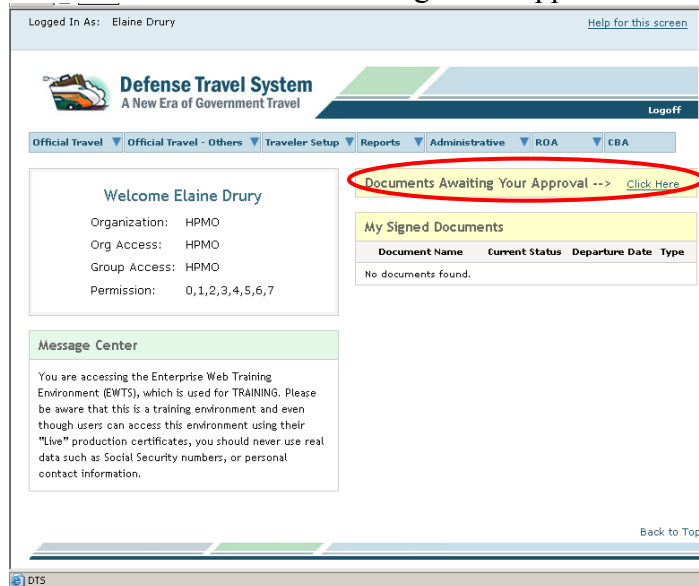
## Notification

You will receive an email notification when you have an authorization to approve.

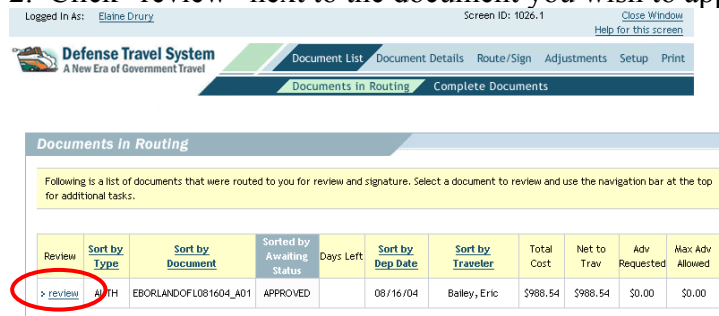


## DTS Welcome

### 1. Select “Documents Awaiting Your Approval”.



### 2. Click “review” next to the document you wish to approve.



## Before Approval

Before you approve an authorization, you should review the entire document with special emphasis on the following:

- **Remarks**
- **Lines of Accounting (LOA)**
- **Non-ATM advances and or SPP request**
- **Pre-Audit and justification comments**
- **Digital Signature**

- **Remarks**  
Review the “Remarks” on the “Document Route Status” screen from the traveler or other ROs for additional information.

Logged In As: Elaine Drury Document Name: EBORLANDOFL081604\_A01 Screen ID: 1030.1  
 Traveler Name: Eric Bailey Document Type: Authorization

Close Window  
Help for this screen

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Document List Document Details Route/Sign Adjustments Setup Print

Per Diem Trip Overview **Document Route Status** Expense Summary

**Document Route Status**

Following is the status details for the selected document.

**Pending Routing Actions**

Awaiting Status Change To	By	Level
APPROVED	Elaine Drury	30

**Document History**

Status	Date	Time	Name	Remarks
CREATED	07/27/04	09:37 EDT	Eric Bailey	
SIGNED	07/27/04	09:57 EDT	Eric Bailey	
REVIEWED	07/27/04	10:09 EDT	Monica Gable	I have reviewed this trip. Everything appears to be in order.

Proceed to the following page: Preview Continue

- Pre-Audit**

Review the “Pre-Audit” screen to see if any exceptions to DoD policies have been requested and read the travelers justification.

Logged In As: Elaine Drury Document Name: EBORLANDOFL081604\_A01 Screen ID: 1028.3  
 Traveler Name: Eric Bailey Document Type: Authorization

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Document List Document Details Route/Sign Adjustments Setup Print

Preview **Pre-Audit** Other Auths. Digital Signature

**Pre-Audit Trip**

Below are any items that were “flagged” for this trip.

**3 Items have been Flagged in this Travel Document**

	Reason Flagged	Item Description	Justification to Approving Official
1.	COMMENTS	CHECK COMMENTS ON TRIP 1	This flag lets you know that the traveler left comments to you (the AO)
2.	NON-CONTRACT FARE	NON-CONTRACT FARE USED	(C1) Does not meet mission requirements
3.	OTHER AUTH USED	OTHER AUTHORIZATION EXISTS: NON-CONTRACT AIR FARE	(C1) Does not meet mission requirements

Proceed To Digital Signature

Proceed to the following page: Other Authorizations Continue

- Digital Signature**

To sign the document, select the Approved Stamp, add any additional remarks that may be needed and click “Submit Completed Document”.

Logged In As: [Elaine Drury](#) Document Name: EBORLANDOFLO81604\_A01 Screen ID: 1029.1 [Close Window](#)  
 Traveler Name: [Eric Bailey](#) Document Type: Authorization [Help for this screen](#)

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Document List Document Details Route/Sign Adjustments Setup Print

Preview Pre-Audit Other Auths. Digital Signature

### Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

**Document Action**

\*Submit this document as:

Additional Remarks:

**Submit Completed Document**

Proceed to the following page:  **Continue**

Logged In As: [Elaine Drury](#) Document Name: EBFTHOODTX110104\_A01 Screen ID: 1055.1 [Close Window](#)  
 Traveler Name: [Eric Bailey](#) Document Type: Authorization [Help for this screen](#)

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### Stamp Process

I have reviewed the planned trip and have deemed the trip necessary in the interest of the Government and therefore authorize the obligation of funds.

**Save and Continue**

## Upon Approval

- Once the AO approves the authorization they are told how much is obligated and the balance for each LOA. Review the information and select "Continue".
- If insufficient funds prevent approval contact your FDTA.

Logged In As: [Elaine Drury](#) Document Name: EBFTHOODTX110104\_A01 Screen ID: 1049.1 [Close Window](#)  
 Traveler Name: [Eric Bailey](#) Document Type: Authorization [Help for this screen](#)

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### Fund Authorization

Fund Authorization

Authorization EBFTHOODTX110104\_A01 funded against 05 DEMO org HPMO1 for -301.22 [Budget Balance: 96509.62] , 05 GENERAL org HPMO1 for -301.22 [Budget Balance: 96509.62] , 05 TRAINING org HPMO1 for -301.22 [Budget Balance: 96509.62] .

**Continue**

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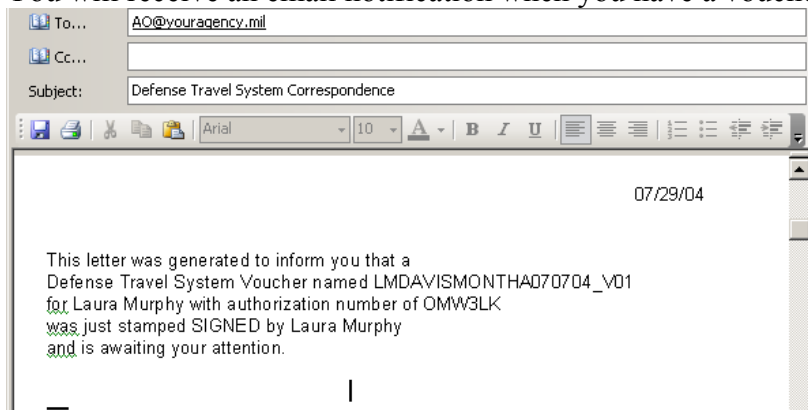
## The Voucher

The voucher differs from the authorization in that approving the voucher constitutes certification and initiates the liability. At this stage, you should consider the following:

- Are the expenses valid, both the type and the amount?
- Are the receipts present?
- Does the dollar amounts for the expenses on the voucher match the receipts?
- Are the methods of reimbursement correct?
  - Military travelers (and most civilian travelers) with a Government Travel Charge Card must use the card to pay for transportation, lodging, and rental car expenses. These expenses, and other charges to the card, must be indicated in DTS as “GOVCC” and paid directly to the charge card vendor
  - In some cases, the transportation (air/rail) may be paid using a centrally billed account (CBA) rather than with the traveler's individual card.

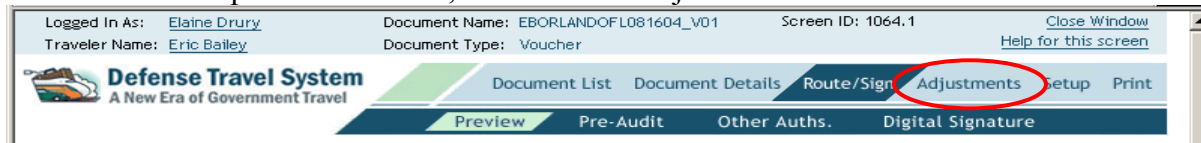
## Notification

You will receive an email notification when you have a voucher to approve.



## Viewing Scanned/Faxed Receipts in DTS

1. Once the AO opens the voucher, click on the “Adjustments” menu.



2. Select “Open Document VIEW-ONLY” and click “OK”.

**View-Only**

Click OK to open this travel document. If you uncheck VIEW-ONLY, you will be prompted for signature to go into adjustment for the document.

Open Document VIEW-ONLY: ☒

OK Cancel

3. Click on the “Expenses” menu.

Logged In As: [Elaine Drury](#) Document Name: EBORLANDOFL081604\_V01 Screen ID: 1148.1 [Close Window](#)  
 Traveler Name: [Eric Bailey](#) Document Type: Voucher [Help for this screen](#)

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Non-Mileage Mileage Receipts

4. Click on “Receipts”.

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 Traveler Name: [Eric Bailey](#) Document Type: Voucher [Help for this screen](#)

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Non-Mileage Mileage **Receipts**

5. Click on “View” in the “Existing Receipts” section.

**Receipts**

Below is a list of your receipts. To fax in your receipts click "Print Fax Cover Sheet", and follow the instructions on the cover sheet. Click "view" to view the receipts.

[Print Fax Cover Sheet](#)

**Existing Receipts**

Date	Notes	View
28-Jul-2004	Added 07/28/04 at 11:30:13	<a href="#">&gt;view</a>

Below is a sample Receipt Cover Page and Receipt.





## DTS Receipts Cover Page

Please fax this cover page, together with your receipts to DTS.

- If you are dialing from the National Capital Region, please use 703-266-6880 if this is a local call. This will reduce the cost of this service.
- If you are in the United States, please use 1-866-FAX-4DTS (1-866-329-4387), toll free.
- If you are dialing from outside of the United States then use the numbers listed above (with the appropriate international prefix.) Your long distance telephone company may charge you for this call.

Receipts may take up to five minutes to appear on the document.



JLJACKSONVILL070704\_V01

Note: Bar code must be present above.

**ENTERPRISE**  
**RENT-A-CAR**

JACKSONVILLE AP (IN TERMINAL)  
2400 YANKEE CLIPPER DR  
JACKSONVILLE, FL 32216-2492  
(904) 741-6390  
BRANCH: 43AP  
TICKET: 603067

OUT: 07/07/2004 11:01 AM  
IN: 07/16/2004 02:08 PM  
VEHICLE: 04 CHRY SEBR 400X  
VEHICLE LICENSE: DAK-MP

2 DAYS	@ 30.00	=	60.00
1 WEEK	@ 150.00	=	150.00
3 HOURS	@ 6.00	=	18.00
AP/ACCESS	@ 10.0000	=	25.79
16,000 GALLONS	@ 1.89	=	30.24
AP/SEC-FEE		=	2.00
SELF RECV		=	2.88
STORAGE		=	10.45
Sales Tax	@ 1.0000	=	22.07
<b>TOTAL</b>			<b>327.37</b>

CHARGE TO: VISA XXXXXXXXXX1874 EXPIRES: xx/xx

THANK YOU FOR RENTING FROM  
ENTERPRISE RENT-A-CAR

TO RESERVE A CAR USE  
1 (800) RENT-A-CAR  
OR  
WWW.ENTERPRISE.COM

## Verification

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Necessary receipts include:

- All lodging receipts
- Airfare / Rail receipts
- All other receipts greater than or equal to \$75

*\*\*Your local policy may stipulate additional receipt requirements. Consult your local business rules for more information.*

Once you have verified that the expenses are reasonable and that the necessary receipts are included (and legible), proceed to the “Pre-Audit” screen to verify if any additional audits and justifications were triggered during the voucher process. Then select “Submit Completed Document”.

Logged In As: [Elaine Drury](#) Document Name: EBORLANDOFLO81604\_V01 Screen ID: 1029.1 [Close Window](#)  
 Traveler Name: [Eric Bailey](#) Document Type: Voucher [Help for this screen](#)

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Document List Document Details Route/Sign Adjustments Setup Print

Preview **Pre-Audit** Other Auths. Digital Signature

**Digital Signature** Pre Audit

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

**Document Action**

\*Submit this document as:

Additional Remarks:

**Submit Completed Document**

## Upon Approval

The AO is reminded of their responsibilities.

**Stamp Process**

I have reviewed the trip record as signed by the traveler and agree that the Government should pay the claim. My review was conducted in accordance with DoD substantiation and certifying officer requirements.

Cancel Save and Continue